



## Position Announcement

24 N Center Street, Marshalltown, IA 50158

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The City of Marshalltown is an equal opportunity employer

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<b>Position:</b>	<b>Storm Water Coordinator</b>
<b>Department:</b>	<b>Public Works</b>
<b>FLSA Classification:</b>	Full Time Non-Exempt (hourly)
<b>Civil Service Classification:</b>	Covered by Civil Service
<b>Pay Range:</b>	Non-Union Pay Grade 20 - \$23.58 – 28.80
<b>Starting Pay Rate:</b>	\$23.58 hourly

**Application Process:** All applicants must submit the following materials:

- **City of Marshalltown Employment Application.** Applications can be found at [www.ci.marshalltown.ia.us](http://www.ci.marshalltown.ia.us) under employment opportunities

Employment application should be completed electronically and sent to the City of Marshalltown Human Resource Department either by email [hr@ci.marshalltown.ia.us](mailto:hr@ci.marshalltown.ia.us) or printed and mailed to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

**Date posted:** April 14, 2017

**Closing Date:** First review of applications is May 12, 2017 at Noon. **OPEN UNTIL FILLED**

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### General Statement of Duties

Under direction of the City Engineer, to inspect and coordinate a variety of public works construction projects of varying size and complexity as required by the Clean Water Act; and to do related work as required.

### Distinguishing Features of the Class

Responsible for permit compliance, creates or promotes program initiatives City-wide, and to present public, Commissions and Council formally on a routine basis. The work is performed under the general direction and supervision of the City Engineer but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Engineer, Engineering staff, contractors and subcontractors, engineers and architects, property owners, and the general public. Supervision is exercised over the work of civil contractors on specific projects to ensure compliance with plans and specifications.

### Examples of Essential Work (Illustrative Only)

- Reviews and approves site plan and storm water pollution prevention plans for compliance with the IDNR Storm Water General Permit No. 2. Completes computations on soil loss.
- Inspects construction sites to determine compliance with storm water pollution prevention plans, to advise on sediment and erosion control measures, to note deficiencies, and to maintain project logs. Attends and assists with preconstruction conferences.
- Interprets and explains ordinances, codes and regulations to contractors, homeowners and interested parties.
- Investigates, conducts studies, and reports findings on drainage complaints. Maintains a drainage file.
- Investigates, conducts studies, reports findings and initiates enforcement to eliminate illicit discharges to the storm sewer system.
- Inspects projects for maintenance work required by post-construction site runoff policies.
- Provides input and updates to City's storm water website.

- Implements and administers public education and outreach program about the impacts of storm water discharges and measures which the residents of Marshalltown can implement to reduce pollutants in storm water runoff.
- Maintain a telephone hotline number.
- Produce and publish storm water education brochure.
- Administer and participate on a Storm Water Advisory Committee.
- Publish public notices for such meetings.
- Prepare and submit annual report to the Iowa DNR by March 31<sup>st</sup> each year.
- Performs routine clerical and laboratory work.
- May supervise seasonal workers.
- Performs related duties as required.

#### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of the City's municipal construction codes and related policies, rules, regulations, processes, and procedures;
- Thorough knowledge of the principles and practices of street, sewer and bridge construction;
- Thorough knowledge of the health and safety hazards in improper construction methods and procedures;
- Thorough knowledge of building and general construction materials and methods;
- Thorough knowledge of the stages of construction when possible violations and defects may be most easily observed and corrected;
- Skill in detecting poor construction and the use of inferior materials;
- Ability to read and interpret plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process;
- Ability to communicate well with property owners, contractors, subcontractors, and others to secure compliance with appropriate plans and specifications, codes, laws, ordinances, rules, and regulations;
- Ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations;
- Ability to plan, prioritize, direct, motivate, supervise, and evaluate the work of others;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, property owners, and contractors;
- Ability to use logical thought processes to develop solutions according to written and oral instructions;
- Ability to operate a personal computer using word processing, spreadsheet, and database applications appropriate to assigned duties;
- Ability to perform a wide variety of difficult technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to consistently maintain regular and punctual attendance at work;
- Ability to communicate in English.

#### **Acceptable Experience and Training**

- Graduation from high school supplemented by an Associate's Degree in construction science, computer aided drafting, surveying or related field; and
- Possession (or ability to obtain within 12 months) CPESC In-Training certificate; and
- One to two years of experience coordinating environmental compliance activities, specifically storm water management, regulations and permitting, conducting field inspections or managing related programs preferred; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a valid Driver's License issued by the State of Iowa.
- EnviroCert International Certified Professional in Erosion and Sediment Control (CPESC) within first year of employment.
- Ability and willingness to work outside of routine hours periodically.

**Essential Physical Abilities**

- Clarity of speech and hearing which permits the employee to communicate well with city and contractor personnel, property and business owners, real estate developers, other City employees, and the general public regarding municipal construction standards and requirements;
- Sufficient vision, with or without correction, which permits the employee to make comprehensive visual inspections of projects and review a wide variety of written and drawn materials;
- Sufficient manual dexterity which permits the employee to operate an automobile and physically inspect projects during all phases of the project;
- Ability to regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds;
- Sufficient personal mobility which permits the employee to visit and inspect all aspects of projects throughout the City to which municipal construction standards apply and to closely observe projects in process;
- Ability to pass employment physicals including drug testing.

**Essential Working Conditions**

- The noise level in the work environment can be elevated.
- Employee has moderate exposure to outside weather conditions.

## City of Marshalltown Benefits & Retirement Information

### Insurance

Employees in this class of employment and their eligible dependents are eligible for group health coverage on the first day of the month immediately following start date of employment

### Medical/Dental

- Wellmark Alliance Select PPO Network
- \$20 Office visit co-pay when PPO providers are utilized
- \$500 single/\$1,000 family deductible
- \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

### Voluntary Avesis Vision Plan

- Annual allowance for contact lenses or frames and lenses.
- Discounts for Lasik Surgery

### Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000, \$7,500 or \$10,000).

### Long Term Disability Insurance

- 180 day waiting period (period of time you must be disabled before benefits begin).
- Benefit is 60% of base salary with a maximum of \$3,000/month
- Benefit continuation to age 65
- The City currently pays 100% of the LTD premium for employees

### Flexible Benefit Plan

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

### Employee Assistance Program

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

### Vacation

The vacation schedule is as follows:  
1 week after 1 year, 2 wks after 2 yrs, 3 wks after 5 yrs, 4 wks after 12 yrs

### Paid Holidays & Personal Days

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and a Floating Holiday for Christmas; and 2 personal days granted on employees anniversary date.

### Sick Leave

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

### Retirement plan

Employees in this classification of employment are required by state law to contribute to the Iowa Public Employees' Retirement System (IPERS). Although the principal focus of IPERS is to provide an adequate retirement plan for career public employees, even if employees do not retire under IPERS the contributions made by the employee will always be their money.

### Continuation of health/dental insurance when no longer employed by the City

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "normal" retirement with IPERS or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

### Retirement Health Savings Plan

Upon separation of employment or retirement with the City, eligible severance vacation and sick time (25% payout for employees who have a normal retirement and have 15 years of service or more) will be converted into a RHS account on a tax deferred basis. These RHS account dollars can be used to pay for medical expenses such as: health insurance premiums, Medicare premiums, COBRA premiums, co-pays, deductibles, prescriptions, and other qualified expenses defined by the IRS.

**Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)**

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket.

ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.